



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

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August 28, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

## **STATUS REPORT ON MARTIN LUTHER KING, JR.-HARBOR HOSPITAL EMPLOYEE COMPETENCY DOCUMENTATION REVIEW**

As reported previously, a Review Team comprised of staff from the Department of Health Services (DHS), the Department of Human Resources (DHR), and my office are conducting a review of documentation on file for employees with clinical assignments at Martin Luther King, Jr.-Harbor Hospital (MLK-H) who may be impacted by the workforce reduction plan. This memorandum provides an update to our August 21, 2007 memorandum.

As indicated in our earlier report, there are 1,596 employees currently assigned to MLK-H as of August 12, 2007: 918 of these employees have been identified by DHS as being in classifications that may be impacted by the workforce reduction plan; 750 are clinical employees as identified by DHS; and 168 are credentialed and privileged staff.

### **Credentialed and Privileged Staff (168 employees)**

As indicated previously, the competency documentation for the 168 credentialed and privileged employees is not being reviewed by the Review Team. DHS is currently conducting this review and will provide your Board with a review plan of these employees in a separate memo, including the composition of the group conducting this review and the timeframe for completion.

**Phase I - Clinical Employees Subject to Potential Mitigation/Workforce Reduction Plan (750 Employees)**

The Review Team has completed the review of current performance evaluations and other documentation related to competency assessments for the 750 clinical employees that have been identified as being subject to potential mitigation/workforce reduction. The results of this review will provide DHS with the necessary information to make the final determination that an employee is technically competent for transfer to another facility.

**Summary of Status of Employee Review**

Attachment I is a 'Summary of Competency and Performance Evaluation' report for the 750 clinical employees, which shows that, as of August 23, 2007, 528 employees have documentation verifying that they meet the appropriate competency requirements based upon their classification and assignment as identified by DHS. Of the 528 employees, 453 have current performance evaluations (PEs) and, as a result, are eligible for transfer. The remaining 75 employees have PEs pending. DHS is expediting the completion of these performance evaluations. Based on the results of this report, DHS will determine the employees to transfer as well as identify those employees who cannot be transferred at this time because of various issues (i.e. leave of absence).

**Clinical Nursing Staff**

Of the 306 clinical nursing staff, the Review Team has identified 140 employees who have passed their required competencies and have current PEs on file. These 140 employees are, therefore, included in the total 528 employees eligible for transfer. Of the remaining 166 employees, 20 have verified competency documentation with a PE pending, and are included in the total 528 employees eligible for transfer. For the balance, 107 employees have current PEs, but no documented competency verification and 30 have neither a documented PE nor documented competency verification.

**Clinical Ancillary Staff**

Of the 166 clinical ancillary staff, the Review Team has identified 129 employees who have passed their required competencies, have a current PE on file. These 129 employees are, therefore, included in the total 528 employees eligible for transfer. Of the remaining 37 employees, 13 have verified competency documentation with a PE pending and are included in the total 538 employees eligible for transfer. For the balance, 13 have current PEs, but no documented

competency and 11 have neither a documented current PE nor documented competency verification.

#### Patient Financial Services

Of the 85 staff files in the Patient Financial Services series, the Review Team has identified 79 employees who have a current PE. The remaining six employees have been identified as not having documentation to reflect a current PE on file. All 85 employees are included in the total 528 employees eligible for transfer.

#### Nursing Attendant Staff

Of the 171 Nursing Attendant staff, the Review Team has identified 97 employees who have passed their required competencies and have a current PE on file. These 97 employees are, therefore, included in the 528 employees eligible for transfer.

Of the remaining 74 employees, 36 have verified competency documentation with a performance evaluation pending and are included in the total 528 employees eligible for transfer, 22 have current performance evaluations but no documented competency verification, and 16 have neither a documented current performance evaluation nor documented competency verification.

#### Various "Other" Employees

Of the 22 employees in various other clinical related classifications, the Review Team identified eight employees who have passed their required competencies and have a current PE on file. These eight employees are, therefore, included in the 528 employees eligible for transfer.

Of the remaining 14 employees, seven have current performance evaluations but no documented competency verification, and seven have neither a documented current performance evaluation nor documented competency verification.

The process of assessing those qualified employees for transfer against identified vacancies in DHS and other departments is beginning this week. Employees not eligible for transfer due to extended leave of absence will be transferred into a budgetary pool for case handling to ensure that upon return the employee's competence is assessed where applicable and/or the performance evaluation process is completed. For clinical employees who have not met competency requirements for

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their classification and/or assignment, DHS will commence remediation training or initiate other appropriate administrative action.

**Phase II - Review of the remaining 678 employees at MLK-H**

The Review Team is beginning its review the employee files for the remaining 678 employees in non-clinical areas to document the competencies (based upon classification and assignment, as appropriate) and whether current performance evaluations have been completed. The Review Team anticipates Phase II will be completed by September 8, 2007.

We will continue to provide your Board with updates, with our next report anticipated by September 12, 2007.

WTF:SRH:SAS  
DRJ:bjs

Attachment

c: Executive Officer, Board of Supervisors  
County Counsel  
Director and Chief Medical Officer, Department of Health Services  
Director of Personnel

**SUMMARY OF COMPETENCY AND PERFORMANCE EVALUATION DOCUMENTATION REVIEWED AS OF AUGUST 24, 2007  
OF MARTIN LUTHER KING, JR. HOSPITAL EMPLOYEES**

	SUMMARY OF STATUS OF EMPLOYEE REVIEW			DETAIL ON DOCUMENTATION REVIEW			
	Actual Number of Employees	Number of Employees with Verified and Current Documentation	Number of Employees With Outstanding Issues	Number with Competency Documentation Cleared and Current PE's Confirmed	Numer with Competency Documentation Cleared and PE's Pending Clearance	Number with Competency Documentation Not Cleared and Current PE's Confirmed	Number with Competencies Documentation Not Cleared and PE's Pending Clearance
<b><u>CREDENTIALIAED &amp; PRIVILEGED STAFF (Pending Credential &amp; Privelege Review by DHS):</u></b>							
AUDIOLOGIST I	1					0	1
CLINIC PHYSICIAN, M.D., (PER SESSION)	3					2	1
DENTAL INTERN	6					6	0
DENTAL SPECIALIST	3					0	3
NURSE PRACTITIONER	14					2	12
NURSE-MIDWIFE	4					1	3
PHYSICIAN SPECIALIST, M.D.	76					14	62
PHYSICIAN, MD, EMERGENCY ROOM	13					2	11
PHYSICIAN, POST GRADUATE	7					0	7
PHYSICIAN'S ASSISTANT	37					10	27
SENIOR PHYSICIAN, M.D.	4					0	4
<b>TOTAL CREDENTIALIAED &amp; PRIVILEGED STAFF:</b>	<b>168</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>131</b>

**CLINICAL STAFF:**

**Nursing Employees:**

CLINICAL NURSE SPECIALIST	2	2	0	0	2	0	0
LICENSED VOCATIONAL NURSE I	27	16	11	10	6	10	1
LICENSED VOCATIONAL NURSE II	12	8	4	7	1	4	0
NURSE MANAGER	20	2	18	2	0	12	6
REGISTERED NURSE I	181	99	82	92	7	56	26
REGISTERED NURSE II	8	4	4	4	0	4	0
SUPERVISING CLINIC NURSE I	35	19	16	16	3	14	2
SUPERVISING STAFF NURSE II	4	1	3	1	0	1	2
SURGICAL TECHNICIAN	17	9	8	8	1	6	2
<b>Sub-Total:</b>	<b>306</b>	<b>160</b>	<b>146</b>	<b>140</b>	<b>20</b>	<b>107</b>	<b>39</b>

ATTACHMENT

**SUMMARY OF COMPETENCY AND PERFORMANCE EVALUATION DOCUMENTATION REVIEWED AS OF AUGUST 24, 2007  
OF MARTIN LUTHER KING, JR. HOSPITAL EMPLOYEES**

	SUMMARY OF STATUS OF EMPLOYEE REVIEW			DETAIL ON DOCUMENTATION REVIEW			
	Actual Number of Employees	Number of Employees with Verified Documentation	Number of Employees With Outstanding Issues	Number with Competency Documentation Cleared and Current PE's Confirmed	Number with Competency Documentation Cleared and PE's Pending Clearance	Number with Competency Documentation Not Cleared and Current PE's Confirmed	Number with Competencies Documentation Not Cleared and PE's Pending Clearance
<u>Ancillary Staff:</u>							
BLOOD GAS LABORATORY TECHNICIAN I	4	3	1	3	0	1	0
BLOOD GAS LABORATORY TECHNICIAN II	3	2	1	1	1	0	1
CLINICAL LABORATORY SCIENTIST I	30	26	4	26	0	2	2
CLINICAL LABORATORY SCIENTIST II	8	8	0	8	0	0	0
CLINICAL PHARMACIST	5	5	0	5	0	0	0
CLINICAL SOCIAL WORKER	3	3	0	1	2	0	0
DIAGNOSTIC ULTRASOUND TECHNICIAN	8	3	5	3	0	1	4
NUCLEAR MEDICINE TECHNOLOGIST II	3	3	0	3	0	0	0
PHARMACIST	12	12	0	11	1	0	0
PHARMACY SUPERVISOR I	4	4	0	3	1	0	0
PHARMACY TECHNICIAN	16	12	4	11	1	2	2
PHLEBOTOMY SERVICE SUPERVISOR	2	1	1	1	0	1	0
PHLEBOTOMY TECHNICIAN I	17	15	2	14	1	2	0
PHYSICAL THERAPIST ASSISTANT	2	2	0	2	0	0	0
PHYSICAL THERAPIST II	3	3	0	3	0	0	0
PHYSICAL THERAPY SUPERVISOR II	1	1	0	1	0	0	0
RADIOLOGIC TECH,SPECIAL PROCEDURES	6	6	0	6	0	0	0
RADIOLOGIC TECHNOLOGIST	14	10	4	9	1	2	2
RECREATION THERAPIST II	1	1	0	0	1	0	0
RECREATION THERAPY AIDE	1	0	1	0	0	1	0
REHABILITATION THERAPY TECHNICIAN	5	5	0	5	0	0	0
RESPIRATORY CARE PRACTITIONER I	2	2	0	1	1	0	0
RESPIRATORY CARE PRACTITIONER II	8	8	0	8	0	0	0
SENIOR CLINICAL SOCIAL WORKER	1	1	0	1	0	0	0
SUPERVISING RESPIRATORY CARE PRACTITIONER	3	3	0	2	1	0	0
SUPVG RADIOLOGIC TECHNOLOGIST II	2	1	1	0	1	1	0
TISSUE ANALYSIS TECHNICIAN I	1	1	0	1	0	0	0
UROLOGY TECHNICIAN I	1	1	0	0	1	0	0
<b>Sub-Total:</b>	<b>166</b>	<b>142</b>	<b>24</b>	<b>129</b>	<b>13</b>	<b>13</b>	<b>11</b>

ATTACHMENT 3

**SUMMARY OF COMPETENCY AND PERFORMANCE EVALUATION DOCUMENTATION REVIEWED AS OF AUGUST 24, 2007  
OF MARTIN LUTHER KING, JR. HOSPITAL EMPLOYEES**

	SUMMARY OF STATUS OF EMPLOYEE REVIEW			DETAIL ON DOCUMENTATION REVIEW			
	Actual Number of Employees	Number of Employees with Verified and Current Documentation	Number of Employees With Outstanding Issues	Number with Competency Documentation Cleared and Current PE's Confirmed	Number with Competency Documentation Cleared and PE's Pending Clearance	Number with Competency Documentation Not Cleared and Current PE's Confirmed	Number with Competencies Documentation Not Cleared and PE's Pending Clearance
<u>Patient Financial Services Employees:</u>							
PATIENT FINANCIAL SERVICES WORKER	33	33	0	31	2	0	0
PATIENT FINANCIAL SERVS CONTROL WKR	1	1	0	1	0	0	0
PATIENT RESOURCES WORKER	51	51	0	47	4	0	0
<b>Sub-Total:</b>	<b>85</b>	<b>85</b>	<b>0</b>	<b>79</b>	<b>6</b>	<b>0</b>	<b>0</b>
<u>Nursing Attendants Staff:</u>							
NURSING ATTENDANT I	150	121	29	89	32	19	10
NURSING ATTENDANT II	11	7	4	5	2	1	3
NURSING ATTENDANT III	9	5	4	3	2	2	2
SUPERVISING NURSING ATTENDANT	1	0	1	0	0	0	1
<b>Sub-Total:</b>	<b>171</b>	<b>133</b>	<b>38</b>	<b>97</b>	<b>36</b>	<b>22</b>	<b>16</b>
<u>Various "Other" Employees:</u>							
ASSISTANT NURSING DIRECTOR, ADMINISTRATION	7	0	7	0	0	4	3
CLINICAL NURSING DIRECTOR II	2	0	2	0	0	0	2
LABORATORY ASSISTANT	8	7	1	7	0	1	0
MEDICAL RECORDS SUPERVISOR I	1	1	0	1	0	0	0
NURSE ANESTHETIST II	1	0	1	0	0	1	0
NURSING DIRECTOR, ADMINISTRATION	3	0	3	0	0	1	2
<b>Sub-Total:</b>	<b>22</b>	<b>8</b>	<b>14</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>7</b>
<b>TOTAL CLINICAL STAFF IMPACTED BY WORKFORCE MITIGATION PLAN:</b>	<b>750</b>	<b>528</b>	<b>222</b>	<b>453</b>	<b>75</b>	<b>149</b>	<b>73</b>
<b>TOTAL PRIVILEGED &amp; CREDENTIALLED STAFF AND CLINICAL STAFF POTENTIALLY IMPACTED BY WORKFORCE MITIGATION PLAN:</b>	<b>918</b>	<b>528</b>	<b>222</b>	<b>453</b>	<b>75</b>	<b>186</b>	<b>204</b>